

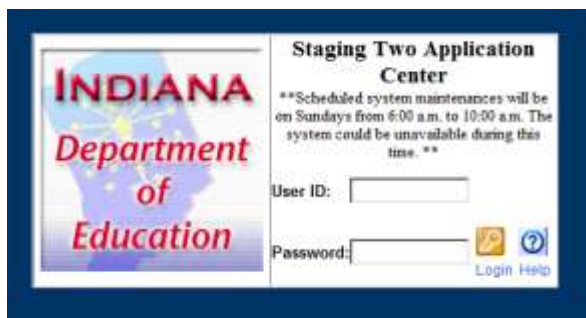
Direct Certification for School Year 2012-2014

STN Method

We've made a few enhancements this year to the interface. We've collected various functions together to hopefully make the process easier to follow. The files created have not changed in any way however and you should have no problems completing functions that you have been familiar with in prior years. While the site has been tested and functions well, there will be more minor changes in the near future to improve usability even further. Documentation will be revised as needed.

For public schools, the main change is that Direct Certification with the STN Method is now integrated with the DOE-RT report, rather than the DOE-PE report as in past years. As your enrollment changes throughout the year, and DOE-RT reports are submitted, your matching will always be including your most current student body roster. You are required to complete three Direct Certification processes during the year. The use of RT rather than PE data will make the process timelier. We encourage you to do it more frequently... consider monthly. We have features to make this very easy.

Login as always to the Application Center <https://ac.doe.in.gov>



The screenshot shows the login interface for the Indiana Department of Education's Staging Two Application Center. On the left is the Indiana Department of Education logo. The main area contains a message about scheduled system maintenance on Sundays from 6:00 a.m. to 10:00 a.m. Below this are input fields for 'User ID:' and 'Password:', followed by 'Login' and 'Help' buttons.

If you don't have a login or can't remember your password, check with your district personnel. DOE does not maintain logins for individual accounts.

Once you login, click on "Programs" and then "School Foods and Nutrition"



The screenshot shows the dashboard of the Staging Two Application Center. At the top is a navigation menu with links: Data Transfer, Lookup, Data Verification, Info Center, Programs, and Administration. The 'Programs' link is circled in blue, and a blue arrow points to it. Below the menu is a message: 'You have entered an official State of Indiana website designed to deliver information to authorized Indiana educators. Only authorized users are allowed. If you are not an authorized user, please EXIT immediately. If you arrived here by mistake, please exit immediately and report to STN Support. Use of this site is regulated by the Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g, as implemented through 34 CFR Part 99) and Indiana state law (any other use violates federal and State of Indiana law).' Below this is a 'Data Scoreboard' section with links for 'Data Collection and Reporting Help' and 'Learning Connection'. At the bottom, there is a red notification bar that says: 'STN You have not transferred an STN Lookup data file in at least 43 days. Please submit a file by the 15th of each month.'

If you cannot access this menu, confirm with your local administrator that your Application Center login is assigned to the **Direct Certification/Verification group**. New for this year... all tasks have been conveniently grouped under one section. No more clicking around from Data Transfer, to Lookup, to Administration on the top menu.

Clicking on **School Foods and Nutrition** will bring up this new tabbed interface:



Since our current topic is Direct Certification, please note the circled Direct Certification tab. This tab contains all the functions that you need to perform any Direct Certification task. You should be in this tab by default. Please note however the Direct Verification tab. The functions grouped there will be useful after October 1, when you are conducting the USDA required Verification activities.

Briefly looking at the functions contained on the Direct Certification tab:

- **Direct Certification Match**-- Here's where you'll process a new set of matches, using either the Traditional Method, or the easier STN Method. Remember... USDA regulations require that you conduct Direct Certification at least three (3) times a year. We recommend doing it (1) as early in the summer after July 1 as possible, prior to distributing applications, (2) immediately prior to the start of Verification activities, in late September, and (3) before the beginning of the second semester in mid year. There are however powerful advantages to doing it monthly and we have features that make this extremely simple to do.
- **Direct Certification Lookup**-- This feature allows the looking up of an individual student, by either Food Stamp/SNAP case number, Student Name and Information, or Parent Guardian Information. The search features are essentially unchanged from prior years.
- **Direct Certification Archive**-- The results of prior matches can be found here. By locating them here, the processing of new matches has a cleaner interface.
- **Direct Certification County Data Export**-- Most of you won't use this feature, at least not yet. There are however Point of Sale systems on the market by private companies that can do the matching process on their own. This new feature allows you to download the raw data used by the matching process for the county or counties your students come from. Your software vendor would need to understand the data format and probably modify their software to use this data. Have them contact John Todd.

We'll now discuss the Direct Certification Matching process with the STN Method by choosing the first choice on the tab, click [Direct Certification Match](#).

Processing your Direct Certification Matches

Direct Certification

Direct Verification

- Direct Certification Match
- Complete a traditional or STN batch matching process
- Direct Certification Lookup
- Lookup student Direct Certification Information
- Direct Certification Archive
- Results of prior batch matching processes
- Direct Certification County Data Export
- Raw download of all student information by county

On the next screen select “STN Method”

Home

Logout

Staging Two Application Center

Data Transfer

Lookup

Data Verification

Info Center

Programs

Administration

Scoreboard Screen > Programs > Direct Certification Match

Select Match Type:

Traditional Method

STN Method

DC file containing student roster.

STN Method: Match comes from RT (public schools) or EM (private schools) collection.

Submit Choice

Before you can proceed you need to click “I Agree” after reading this information.

Home

Logout

Staging Two Application Center

Data Transfer

Lookup

Data Verification

Info Center

Programs

Administration

Scoreboard Screen > Programs > Direct Certification Agreement

By Choosing I Agree, the School Corporation Agrees to:

MEMORANDUM OF AGREEMENT

I. PURPOSE

This Memorandum of Agreement is made between the Indiana Department of Education (IDOE) and the School Food Authority (SFA) utilizing this system for the purpose of implementing the direct certification provisions of the Department of Defense Authorization and the Food and Nutrition Assistance Act of 2010 (P.L. 111-84), as amended, and the National School Lunch Act (42 U.S.C. 1756 (c)) as follows:

(B)(A) A child shall be considered automatically eligible for a free lunch and breakfast under this Act and the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq), respectively, if the child is a member of:

(i) a household receiving assistance under the food stamp program authorized under the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq);...

(B)(B) Proof of receipt of food stamps... shall be sufficient to satisfy any verification requirement imposed under paragraph (2)(C).

II. TERMS OF AGREEMENT

The school corporation agrees to:

D. provide access to this information only to selected school administrators specified by the SFA, for the sole purpose of determining student eligibility for free meals and textbooks.

E. provide information only to the appropriate organizations regarding other benefits for the purpose in which they are intended.

F. distribute and file the confidential report in a secure manner accessible only to designated, authorized school corporation personnel who shall use student information for the purpose stated in paragraph II (D).

G. not use student eligibility information for instructional purposes, or for any reason other than to facilitate student participation in the free meal program and for free textbooks.

H. maintain documentation in a sufficient manner to be available for a reviewer or auditor to ascertain that the certification of the children as members of a food stamp household or TANF assistance unit:

I. maintain documentation, as described in II (G), retrievable by school.

J. distribute letters/notices and applications to households of all children at the beginning of the school year in a manner that prevents overt identification and to ensure that no child is inadvertently excluded from participation. If the school food authority distributes the parent letter/notices and application through the mail, through individual student papers, or by some other method which prevents the overt identification of children eligible for direct certification then those households eligible under direct certification would not receive the parent letter/notices and application, but would receive a notice of eligibility. Therefore, households will receive either a parent letter with an application form or a letter notifying them that their child(ren) is/are eligible for free meal benefits.

III. AGREEMENT PERIOD

This agreement becomes effective upon full execution and shall remain in effect until terminated by either party upon thirty (30) days written notice. The local school food authority shall maintain documentation of directly certified children for a period of three (3) years after the end of the fiscal year to which they pertain, except that if audit findings have not been resolved the records shall be retained beyond the three (3) year period as long as required for resolution of the issues raised by the audit. This agreement may be modified at any time by the mutual and written agreement of the parties.

IV. INDEMNIFICATION

The school food authority agrees to indemnify and hold harmless the IDOE from and against any claim or liability arising from any negligent act or omission of the school food authority, its agents, officers, employees, or associates in the performance of this agreement.

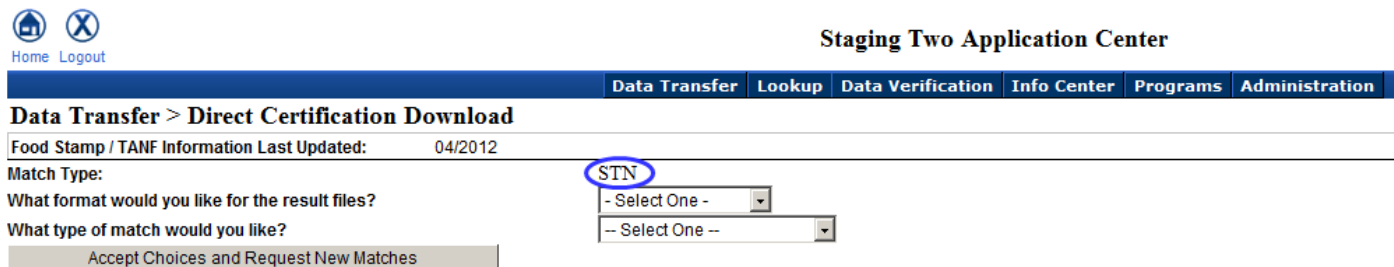
V. CERTIFICATION STATEMENT

The representative of the School Food Authority agreeing to these provisions certifies by their acceptance that they agree to sign on behalf of the respective school corporation, and that all terms of the Memorandum of Agreement will be adhered to.

I Agree

Cancel

Once you click I agree, you'll see this screen. You've already selected STN as the matching method, so there are two remaining choices:



Home Logout

Staging Two Application Center

Data Transfer Lookup Data Verification Info Center Programs Administration

Data Transfer > Direct Certification Download

Food Stamp / TANF Information Last Updated: 04/2012

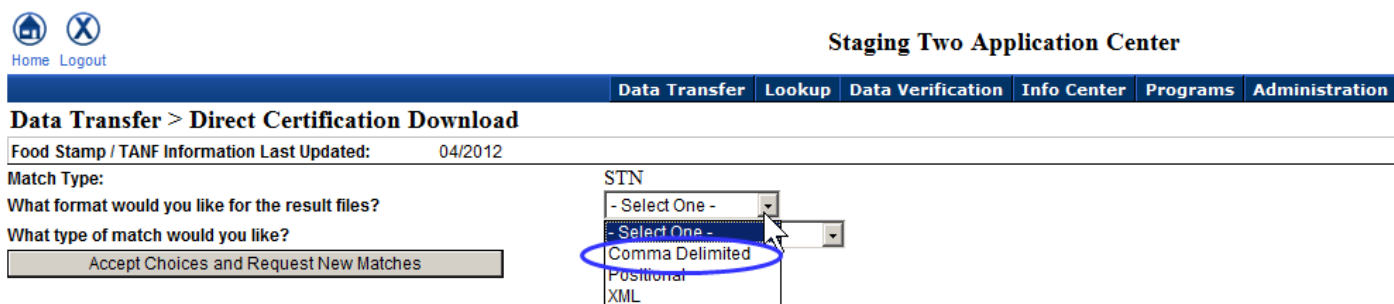
Match Type: STN

What format would you like for the result files? - Select One -

What type of match would you like? -- Select One --

Accept Choices and Request New Matches

Most of you will probably select "Comma Delimited". By choosing this you will normally be able to view the results as an Excel spreadsheet, depending on how your local PC is set up.



Home Logout

Staging Two Application Center

Data Transfer Lookup Data Verification Info Center Programs Administration

Data Transfer > Direct Certification Download

Food Stamp / TANF Information Last Updated: 04/2012

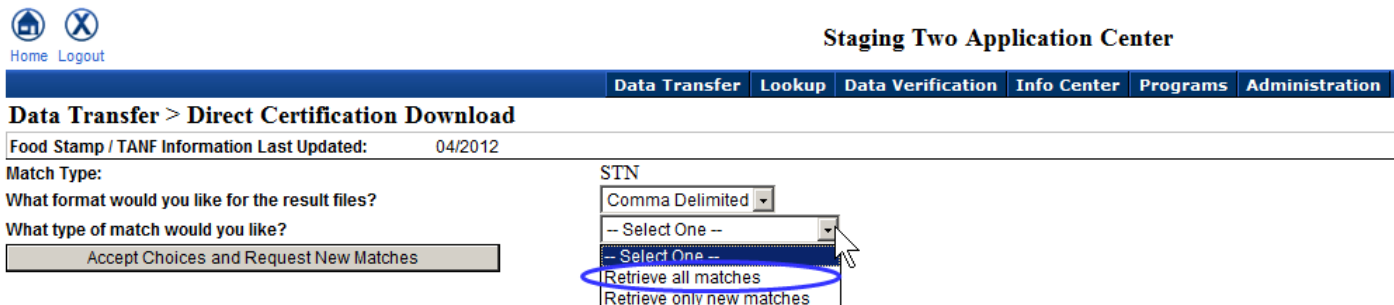
Match Type: STN

What format would you like for the result files? - Select One -

What type of match would you like? - Select One -

Accept Choices and Request New Matches

When conducting Direct Certification for the first time for any school year, you'll want to select "Retrieve All Matches". When you conduct Direct Certification the other two required times (or more frequently), you can select "Retrieve only new matches". If this is selected later in the year, the lists produced will only contain new names of eligible students not found on previous lists.



Home Logout

Staging Two Application Center

Data Transfer Lookup Data Verification Info Center Programs Administration

Data Transfer > Direct Certification Download

Food Stamp / TANF Information Last Updated: 04/2012

Match Type: STN

What format would you like for the result files? Comma Delimited

What type of match would you like? - Select One -

Accept Choices and Request New Matches

Click “Accept Choices and Request New Matches”

Staging Two Application Center

Data Transfer | Lookup | Data Verification | Info Center | Programs | Administration

Data Transfer > Direct Certification Download

Food Stamp / TANF Information Last Updated: 04/2012

Match Type: STN

What format would you like for the result files? Comma Delimited

What type of match would you like? Retrieve all matches

Accept Choices and Request New Matches

At this point, the screen should look like this. The computer is now working silently in the background for you. The Processing notations mean it’s doing the work.

Staging Two Application Center

Data Transfer | Lookup | Data Verification | Info Center | Programs | Administration

Data Transfer > Direct Certification Download

Food Stamp / TANF Information Last Updated: 04/2012

Match Type: STN

What format would you like for the result files? Comma Delimited

What type of match would you like? Retrieve all matches

Accept Choices and Request New Matches

Your request was successful - you will be able to download the files as soon as they are available. This page will automatically refresh every 30 seconds for a 2 minute period. This match set has been added to your archive.

Most Recent Direct Certification Matches:

Previous match sets are available for viewing in the [Direct Certification Match Archive](#)

Match Type	File Format	Match Criteria	Request By	Requested	Standard Match File	Unmatched Students Match File	No County Match File
STN Match	Comma Delimited	All	8509/2012	86/09/2012 13:46:23	Processing	Processing	Processing

Just stare at the screen (or maybe refill your coffee cup.) In just a minute you’ll see the 3 “processing” notations replace with something like this:

Staging Two Application Center

Data Transfer | Lookup | Data Verification | Info Center | Programs | Administration

Data Transfer > Direct Certification Download

Food Stamp / TANF Information Last Updated: 04/2012

Match Type: STN

What format would you like for the result files? Comma Delimited

What type of match would you like? Retrieve all matches

Accept Choices and Request New Matches

Most Recent Direct Certification Matches:

Previous match sets are available for viewing in the [Direct Certification Match Archive](#)

Match Type	File Format	Match Criteria	Request By	Requested	Standard Match File	Unmatched Students Match File	No County Match File
STN Match	Comma Delimited	All	8509/2012	86/09/2012 13:46:23	Standard Match	Unmatched Students Match	No Matches

These are “hyper links” that you can click on to retrieve your results. Smaller schools may get “No Data” in one or more columns. By clicking on each of the links, you’ll in most cases open up an Excel spreadsheet with student’s names and other information on each row. Like last year, there are three lists:

Standard Match: Most of these can automatically be considered valid matches if the student returns to school this fall. These were matches on First Name, Last Name, County, and Date of Birth. Remember that the RT report during the summer may contain students from the spring and not all will return. Look in column “V”. Most will say “H” for a hard/exact first name match. At the bottom of the list you may have

values of “S” for a soft/sound alike match. In these cases the first names in “G” and “H” may vary slightly. Column “G” contains your value for the students first name, column “H” is what Food Stamps or TANF has for the students first name. (Example La Quisha, LaQuisha, L’Quisha.)

Unmatched Siblings Match: (that’s a mouthful!) This list contains other students that are not known to attend your school, but are in the same food stamp or TANF case as the students in the first list. Look here for baby sisters or brothers that may be entering your school this year, but were not on last spring’s RT report.

No County Match: This list contains students that matched on first name, last name, date of birth, but NOT on county. If you have students who have moved into your district recently from another county, they might be here. They also may have moved, but are still getting Food Stamp or TANF benefits from their prior county. While it is not common, sometimes it takes a while for records to be updated. Use your common sense with names in this listing. If you’re a school district in the SW part of Indiana and there’s a student listed in Allen County (Fort Wayne), it’s probably not your student. (Unless you KNOW that the student has recently moved from Allen County. It’s just a coincidence of a student with the same name, and birthdate. We give you the Parent’s name also so you have clues to make the right determination.

That’s about it. Save the spreadsheets for audit purposes or future reference. Just remember, if you need to download the results of any past “Direct Certification” processing run, just go to the Archive, and all your past jobs will be there for review, including the one that you just did, which will be at the top of the list.

The screenshot shows the 'Staging Two Application Center' interface. At the top, there are navigation links: Home, Logout, Data Transfer, Lookup, Data Verification, Info Center, Programs, and Administration. Below this is a breadcrumb trail: Scoreboard Screen > Programs > School Foods and Nutrition. The main content area is titled 'Direct Certification' and contains a list of links: Direct Certification Match, Complete a traditional or STN batch matching process, Direct Certification Lookup, Lookup student Direct Certification Information, Direct Certification Archive (highlighted with a blue circle and arrow), Results of prior batch matching processes, Direct Certification County Data Export, and Raw download of all student information by county.

Data Transfer > Direct Certification Archive

Match Type	File Format	Match Criteria	Request By	Requested	Standard Match File	Unmatched Siblings Match File	No County Match File
STN Match	Comma Delimited	All	Download	06/29/2012 13:45:23	Standard Match	Unmatched Siblings Match	No Matches
Traditional Match	Comma Delimited	All	Download	04/29/2012 08:58:01	No Matches	No Matches	No Matches
STN Match	Comma Delimited	All	Download	01/19/2012 13:18:12	No Matches	No Matches	No Matches
Traditional Match	Comma Delimited	All	Download	01/17/2012 16:55:55	No Matches	No Matches	No Matches
Traditional Match	Comma Delimited	All	Download	10/05/2011 09:34:17	No Matches	No Matches	No Matches
Traditional Match	Comma Delimited	All	Download	09/13/2011 09:51:37	No Matches	No Matches	No Matches
Traditional Match	Comma Delimited	New only	Download	07/25/2011 10:31:25	No Matches	No Matches	No Matches
Traditional Match	Comma Delimited	All	Download	07/25/2011 10:29:20	No Matches	No Matches	No Matches
Traditional Match	Comma Delimited	All	Download	07/08/2011 15:43:57	Standard Match	Unmatched Siblings Match	No Matches
Traditional Match	Comma Delimited	All	Download	07/06/2010 20:52:45	No Matches	No Matches	No Matches
STN Match	Comma Delimited	All	Download	07/06/2010 18:37:36	No Matches	No Matches	No Matches
STN Match	Comma Delimited	All	Download	07/06/2010 18:33:01	No Matches	No Matches	No Matches
Traditional Match	Comma Delimited	All	Download	07/06/2010 18:32:29	No Matches	No Matches	No Matches
STN Match	Comma Delimited	All	Download	07/15/2009 15:55:55	No Matches	No Matches	No Matches

Best of luck in the upcoming season. Use direct certification at least three times in the year to stay in compliance and use it more frequently to maximize the benefit received. Student's economic circumstances change throughout the year.

For questions, please contact the State Agency.

APPENDIX A-File Layout for STN Method Direct Certification

File Specification for Direct Certification data uploads and downloads

The purpose of this data collection is to expedite the application for the eligibility of the USDA Free Lunch benefit program. Instead of the traditional eligibility requiring a parent to fill out a paper application, direct certification allows the state agency to match school district enrollment with food stamp or TANF (Temporary Assistance for Needy Families, the successor to AFDC) recipients and "directly certify" students for free lunches. Direct certification is an administrative time saver and may identify students who would otherwise not be identified. Additionally, direct certification records are excluded from the routine auditing process.

Audience:

Participation in Direct Certification is voluntary for public schools, accredited nonpublic schools, and charter schools at this time. Several corporations are currently participating in this data collection project. This will be a mandatory collection by the 2007-2008 school year.

Although the student data collected may already exist in the Application Center, the timing of this collection and the data contained is based solely on the data provided by the user. Certification starts earlier each year, therefore the rollover of student data from elementary to junior high, etc must happen at the local level.

Instructions:

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center.

The collection period will begin on July 5, 2006 and will be available till the end of December 2006. During this time you can submit the file to retrieve any matches by the traditional match or by Student Test Number (STN). Beginning with the 2006-2007 school year the data will be updated once a month with current data from FSSA. Also starting this school year, the files will include the STN number.

References:

For more detailed information on Direct Certification and explanation of Traditional and STN Match, please review the following document:
<http://doe.state.in.us/food/schoolnutrition/cnpbenefitforms.html>

Direct Certification Data Layout - OUTPUT

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Submitted County	2	Data Type: Numeric Valid Range: 00-99	
2	School submitted Corporation Number	4	State Assigned corporation number	
3	School Number	4	Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9'	
4	School-Submitted Corporation Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters	This field is for corporations that use a student ID for their own purposes other than the STN Number.
5	STN	9	Data Type: Alpha-Numeric 9-digit Student Test Number	
6	School-Submitted Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
7	School-Submitted Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
8	ICES Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
9	School-Submitted Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z	
10	ICES Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z	

11	School-Submitted Suffix	3	Data Type: Alpha Valid Range: A-Z	
12	School-Submitted Birth Date	10	Data Type: Alpha-Numeric MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	
13	School-Submitted Address – Street	30	Data Type: Alpha Numeric Valid Range: A-Z, (period) ., ' (apostrophe), / (slash), - (hyphen), Valid Range: Space 0-9	
14	ICES Address – Street	30	Data Type: Alpha-Numeric Valid Range: A-Z, (period) ., ' (apostrophe), / (slash), - (hyphen), Valid Range: Space	
15	School-Submitted Address - City	20	Data Type: Alpha Valid Range: A-Z, space	
16	ICES Address - City	20	Data Type: Alpha Valid Range: A-Z, space	
17	School-Submitted Address - State	2	Two-Letter State Abbreviation Data Type: Alpha Valid Range: A-Z	
18	School-Submitted Address - Zip Code	9	Data Type: Numeric Valid Range: 0-9	
19	School-Submitted Social Security Number	9	Data Type: Numeric Valid Range: 0-9	
20	ICES Case Number	16	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space	
21	ICES Assistance Type	1		
22	Hard/Soft Match	1	Data Type: Alpha Valid Range: H, S	Indicates whether the match was exact
23	Certification Date	10	Data Type: Alpha-Numeric MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	

24	School-Submitted Grade Level	2	Data Type: Alpha-Numeric Allowable Codes are: PK=Pre-Kindergarten KG=Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 04=Grade 4 05=Grade 5 06=Grade 6 07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 13=Grade 12+/Adult	
25	Guardian Last Name	25	Data Type: Alpha	
26	Guardian First Name	20	Data Type: Alpha	
27	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha	

28	Guardian Whole Name	35	Data Type: Alpha	
29	Match Month	2	FSSA Data used in matching names was current as of this Month.	
30	Special Match Characters	8	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space *This optional field allows you to classify records into user specific categories	

Direct Certification XML OUTPUT Data Layout

```

<XIF_DCData> <Corporation Id=""> <School Id="">
  <Student STN="" > <Name Last="" First="" IcesFirst="" Middle="" IcesMiddle="" Suffix=""> <Address
    Street="" IcesStreet="" City="" IcesCity="" State="" Zip=""> <Birth Date=""> <DirectCertificationInfo
      GradeLevel="" County="" SSN=""> <SchoolUse StudentID="" GuardLastName =""
      GuardFirstName="" GuardMiddleName=""
      GuardWholeName="" STN=""> <IcesMatchInfo
      CaseNumber="" AssistanceType="" MatchType=""
      CertDate="" Matchmonth="" MatchChar="" > </Student>
</School> </Corporation> </XIF_DCData>

```

Change History

Version	Change History
08.14.06	Field 30 changed to field 21 on the input file.
06.02.06	Field 30, Special Match Characters added to the input and output file.
07.06.05	Corrected XML tags Corporation ID and School ID on the input file
06.22.05	Field 29, STN removed from the OUTPUT file. Field 5 was also STN number.
05.13.05	Match Month, field 30, added to the output file.
05.03.05	Data layout changed to include STN Number, Audience added, Instructions added
05.21.03	Original layout